higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

PUBLIC ADMINISTRATION N4

4 JUNE 2019

This marking guideline consists of 11 pages.

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INSTRUCTIONS AND INFORMATION

1. Markers are reminded that the subject Public Administration lends itself to broad interpretations and therefore a broad spectrum of answers.

2. The marking guideline serves as a guideline to markers and is NOT intended to be absolute or prescriptive.

3. The answers provided in this marking guideline are therefore NOT exhaustive and makers are requested to use their discretion when marking. Answers provided by students should also be assessed within the context of their life experiences.

4. Content should be marked and NOT grammar.

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SECTION A

QUESTION 1

1.1 False
1.2 False
1.3 False
1.4 True
1.5 True
1.6 False
1.7 True
1.8 True
1.9 True
1.10 True

(10 × 2) **[20]**

QUESTION 2

2.1
- Equal protection and benefit from the law
- Dignity as a human being respected and protected
- Right to life
- Freedom and security of a person
- Not to be forced into slavery, servitude or forced labour
- Right to privacy
- Freedom of conscience, religion, thought, belief and opinion
- Freedom of expression
- Freedom of association
- Free political choices
- Free, fair and regular elections
- Assembly, demonstration and petition
- Citizenship
- Economic activity
- Labour relations
- Environment
- Property
- Housing
- Health, food, water and social security
- Children's rights
- Education
- Academic freedom
- Language and culture
- Access to information
- Just administrative action
- Access to courts
- Detained, arrested and accused persons (Any relevant 8 × 1) (8)

2.2 **National or central sphere of government**

- Governs the state at the highest level
- Responsible for the main organisation and administration on central level by making laws and policies which bind all other forms of government
- Parliament has the authority to make laws at central level

Provincial or regional sphere of government

- Second level of government
- Nine provincial governments for the nine provinces
- Not totally independent and can only govern the province as far as the central government allow them
- Provincial laws and policy must not clash with central laws and policy
- Provincial legislature passes laws for the province

Local or municipal level of government

- Smallest form or third level of government
- Plays an important role in the government processes of a democratic society as almost all residents of a town or city can be involved in local elections
- Opportunity for ordinary citizens to manage their own affairs independently
- Decisions must be consistent with any law or policy made by central or provincial government (Any relevant 3 × 3) (9)

2.3 2.3.1

- Highest political institution in a state consisting of a number of executive political office bearers
- Body of people and institutions that makes and enforces laws for a particular society (Any 1 × 1)

2.3.2

- Supreme law of the country
- Supremacy over parliament
- Guarantees equal rights for all citizens of the RSA
- Contains a Bill of Rights that regulates the relationship between the state and citizens
- Provides for the formation of a government of national unity
- Entrenches various interests of the community, for example an electoral system of proportional representation
- Serves as a system of basic principles and rules according to which the country must be governed
- Spells out the powers according to which the governing institutions may govern
- Determines the relationship between citizens and the governing institutions (Any 1 × 1)

2.3.3 A person who qualifies according to the South African Citizenship Act of 1995 (Any relevant answer) (3 × 1) (3)

[20]

TOTAL SECTION A: 40

SECTION B

QUESTION 3

3.1 3.1.1 Yes

- Apply for citizenship through naturalisation as she is married to a South African
- Two years of permanent residence and two years of marriage to the South African spouse (1 + any relevant 2) (3)

3.1.2

- Birth
- Descent
- Registration
- Naturalisation (4 × 2) (8)

3.1.3 Yes.

- He is still a South African citizen working in Germany.
- He has to register to vote as he can still vote if he is working overseas. (1 + any relevant 2) (3)

3.1.4

- Person subject to an order of court declaring him/her to be of unsound mind or mentally disturbed
- Person deemed to be mentally insane by a mental institution
- Illegal immigrants
- Person detained because of drug dependency or for a similar offence
- Person detained in a prison after being convicted and sentenced without the option of a fine in respect of attempting to commit murder, rape, kidnapping, indecent assault, abduction, robbery, bribery. However, all prisoners are allowed to vote.
- Persons who are guilty of corrupt or illegal behaviour at an election may not vote at that election even though they are registered as voters. (Any relevant 4 × 1) (4)

3.2 3.2.1

- The president appoints the deputy president from the members of the National Assembly.
- Every party holding 80 seats in the National Assembly is entitled to designate a deputy president.
- If no party holds 80 seats, the two parties holding the largest number and the second largest number of seats can designate a deputy president.
- The term of office is five years. (Any relevant 3 × 2) (6)

3.2.2
- Carries out all activities assigned to them by the president or constitution
- Assists the president
- Has the same tasks as members of cabinet
- Accountable collectively (with members of cabinet) and individually to parliament
- Provides parliament with full and regular reports about the area that he/she controls (Any relevant 3 × 2) (6)

3.3
- Agricultural services
- Cultural affairs
- Education excluding universities of technology and universities
- Health services
- Housing
- Language policy
- Police and protection services
- Public transport services
- Tourism
- Local government affairs
- Discuss and pass provincial bills
- Gambling services (except lotteries)
- Environment affairs
- Public works services
- Regional planning and development
- Traditional leaders
- Urban and rural development
- Decisions made by voting
- May determine and control its internal affairs
- Members have freedom of speech and debate subject to the rules

(Any relevant 5 × 2) (10)
[40]

QUESTION 4

4.1 4.1.1

- The child's first contact with welfare services is gained within the family where the aged, the ill and helpless children are taken care of.
- The family is the child's first contact with the system of protection where the family protects its members and property.
- The family serves as a first status symbol as it belongs to a group with a cultural and social background.
- The child will not only receive parental care, help, support and emotional security, but also skills to cope in the community.
- The child learns to develop interpersonal relationships which will determine whether the world is friendly or hostile.
- The parent introduces the child to a variety of groups in his/her environment and to the characteristics of each.
- The child is taught to love his/her neighbour.
- The child is introduced to social restrictions such as acceptable behavioural norms, limits of tolerance of what is right and wrong, moral standards and attitude.
- Family prepares him/her to accept his responsibilities in the community. (Any relevant 4 × 2) (8)

4.1.2 **Public administration**

- Carried out in government institutions
- Found in the public sector
- Exists to improve the general welfare of the people
- Accountable to the people as they use taxpayer's money
- Provision of essential services

Private administration

- Carried out in privately owned businesses
- Found in the private sector
- Exists to make a profit
- Not accountable to the people as they use their own money to start a business
- Involved in manufacturing and trading of products and services

(Any relevant 4 + 4) (8)

4.1.3
- Heals the divisions of the past and creates a society based on democratic values, social justice and basic human rights
- Lays the foundation for a democratic and open society in which government is based on the will of the people and every citizen is equally protected by the law
- Improves the quality of life of all citizens and frees the potential of all people
- Has supremacy over parliament
- Guarantees equal rights for all citizens of the RSA
- Contains a Bill of Rights that regulates the relationship between the state and citizens
- Makes provision for the formation of a government of national unity
- Replaces former four provinces by nine provinces each of which has its own provincial government
- Entrenches various interests of the community, e.g. an electoral system of proportional representation, etc.
- Builds a united and democratic South Africa able to take its rightful place as a sovereign state in the family of nations
- Recognises and ensures the diversity of all people

(Any relevant 5 × 2) (10)

4.1.4
- Policy making
- Organising
- Financing
- Staffing
- Determination of work methods and procedure
- Control

(Any relevant 6 × 1) (6)

4.2 4.2.1
- Highest court of appeal in all issues except constitutional issues
- Decisions binding on all courts of a lower order
- Labour appeal court hears appeals from the labour court
- Consists of a chief justice, deputy chief justice and a number of judges

(Any relevant 2 × 2) (4)

4.2.2
- Constitutional court
- High court
- Magistrate court
- Small claims court

(Any relevant 2 × 2) (4)

[40]

QUESTION 5

5.1 5.1.1 National Assembly
5.1.2 National Council of Provinces

(Any 2 × 2) (4)

5.2
- President as head of the cabinet
- Deputy president
- Ministers
- President appoints the deputy president and ministers
- Term of office is five years (Any 3 × 2) (6)

5.3
- Responsible for providing physical, social and administrative services or public services
- Meet the needs of the citizens
- Ministers are the political heads of a state department and services are performed by government officials
- Organisational unit used to perform a specific service group of similar services, e.g. education by the Department of Education
- Implement government policies
- Prepare budget proposals to be included in the national budget

(Any relevant 4 × 2) (8)

5.4
- Parliament will in future be continuously in session.
- Members enjoy freedom of speech.
- Parliament has its own penalties.
- Parliament functions by means of debate after which a decision is reached.
- After a bill is introduced, debate takes place and a majority vote taken.
- A quorum of at least half the house should be present.
- A committee system is used to resolve differences.
- The most important function is the enactment of laws.
- There is judicial control over parliament.
- Parliament must keep the executive accountable.
- Parliament may summon any person to give evidence or produce documents.
- Parliament must agree to a state of emergency.
- Parliament controls state institutions.
- Parliament debates and votes on the annual budget.
- Parliament must establish a joint rules committee to make rules and orders.
- Parliament can amend the constitution.
- Parliament exercises judicial control over its own activities.

(Any relevant 6 × 2) (12)

5.5
- Activities in the preparation of the writing of laws
- Running of different state departments within government
- Carry out laws
- Not involved in enacting legislation or in administering justice

(Any relevant 2 × 2) (4)

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5.6
- Must be involved in discussions with the public
- Help persons with their constituencies (voting areas)
- Take part in debates on bills to be passed into law or important national issues
- Involved in committee hearings
- Complete freedom of speech
- Ministers answer questions regarding their state departments

(Any relevant 3 × 2) (6)
[40]

QUESTION 6

6.1
- Often called the cornerstone of democracy and therefore forms a strong structure on which society is built
- Ensure that national and provincial policies are enforced on local level
- Government closest to the people to understand their needs
- Provides democratic and accountable government for local communities
- Ensures the provision of services to communities
- Promotes social and economic development
- Promotes a safe and healthy environment for communities
- Encourages the involvement of communities in matters of local government (Any relevant 5 × 2) (10)

6.2
- Make bylaws provided they are consistent with the national or provincial legislation, e.g. tourism, refuse removal, health services, storm-water drainage
- Prescribe procedures to levy and recover rates and taxes
- Prescribe how municipal income will be spent to provide the necessary services to maintain the well-being of all citizens
- Ensure that national and provincial policies are enforced on local level
- Govern on their own initiative subject to national, provincial legislation and the constitution
- May decide on its own working method by establishing committees although decisions must be taken by a full council (Any relevant 5 × 2) (10)

6.3
- Chosen at the first sitting of a new council after a local election
- Does not fulfil any administrative post, but will have an office within the municipal building
- Acts as a ceremonial head and represents the town as the first citizen
- Leader of the local branch of the political party who won the proportional seats during elections
- Presides over meetings of the executive committee (Any relevant 4 × 2) (8)

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6.4
- Water services
- Road maintenance services
- Sanitation
- Electricity services
- Transport services
- Primary health services
- Educational community literacy programmes
- Housing
- Traffic control
- Cemetery, crematorium control
- Storm-water drainage
- Fire brigade services
- Library services
- Art gallery services
- Abattoir services
- Sports and recreation services
- Prevention of pollution
- Municipal security
- Tourism services
- Airports facilities
- Urban and rural development (Any relevant 6 × 1) (6)

6.5
- **Mayor**
  - Presides over the meetings of executive committees
  - Performs duties, including any ceremonial functions and exercises the powers delegated by the municipal council

- **Deputy mayor**
  - Performs duties assigned by the mayor on his/her behalf

- **Councillors**
  - Serve as the members of the municipal council and perform duties relating to municipal governance and administration

(Any relevant 3 × 2) (6)
[40]

TOTAL SECTION B: 160
GRAND TOTAL: 200

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